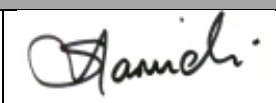
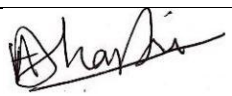
ATTENDANCE POLICY

Date this policy takes effect:	Review frequency:	Date to review:	Date to be ratified:
	Annually	Education & Safeguarding Summer 2025	Board of Trustees Autumn 2025
How will Trustees be assured this has been implemented?		Through regular attendance reporting and scrutiny including Census reporting; discussions with attendance leads.	
Signed:		Sash Hamidi (CEO)	
Signed:		Aliya Dhanji (CHAIR OF TRUSTEES)	
All policies are subject to change or review in light of Government guidance or when applied.			
This policy works alongside the following policies: *Safeguarding & Child Protection; Late Collection; Medical; Infection & Control; Care & Control; Intimate Care; Care & Control, Intimate Care*			

The Pegasus Partnership Trust

THE PEGASUS PARTNERSHIP TRUST

"Children First"

OUR VISION STATEMENT

Within The Pegasus Partnership Trust, our vision and aims of education are underpinned by the UNICEF United Nations Conventions on the Rights of the Child (UNCRC). **Our Vision Statement**

We believe:

- All learning should be purposeful and experiential
- In learning values and skills for whatever the future brings
- We can be world changers

We are a PRIMARY MAT for PRIMARY SCHOOLS
so every child's PRIMARY EXPERIENCE enables lifelong learning

This means we are committed to providing an education, for all children, that should develop their personality, talents and abilities to the full (article 29). We encourage a sense of community spirit, where children pastoral care and well-being underpins academic, co-curricular and sporting excellence. We aim to achieve this through an inspiring curriculum, that is child-centred (article 3), and extends child learning beyond the constraints of the classroom. We want to instil a life-long love of learning and equip children with skills that develop their independence, critical thinking, self-awareness, resilience and self-confidence.

Statement of intent

Throughout this document we refer to Data Protection Legislation which means the Data Protection Act 2018 (DPA2018), the United Kingdom General Data Protection Regulation (UK GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any legislation implemented in connection with the aforementioned legislation. Where data is processed by a controller or processor established in the European Union or comprises the data of people in the European Union, it also includes the EU General Data Protection Regulation (EU GDPR). This includes any replacement legislation coming into effect from time to time.

The Pegasus Partnership Trust aims to ensure that all personal data collected about staff, children, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the legislation mentioned above.

The Pegasus Partnership Trust, from time to time, may be required to share personal information about its staff or children with other organisations, mainly the LA, other schools and educational bodies, and potentially social services. This policy applies to all personal data, regardless of whether it is in paper or electronic format.

Safeguarding Statement

The Pegasus Partnership Trust respects and values all children and are committed to providing a caring, friendly and safe environment for all our children so they can learn, in a relaxed and secure atmosphere (article 31). We believe every child should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm (article 19). This is the responsibility of every adult employed by, or invited to deliver services to schools within the Trust. We recognise our responsibility to safeguard all who access school and promote the welfare of all our children by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality Statement

At The Pegasus Partnership Trust, we ensure equality of education and opportunity for all children, staff, parents and carers receiving services from the school, irrespective of age, race, gender (re-assignment), disability (article 23), religion and belief (article 14), sexual orientation, marital/cohabiting status or socio-economic background (article 2). We develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of children is monitored by race, gender and disability and we use this data to support children, raise standards and ensure inclusive teaching. We tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

This policy sets the expectation that all staff at The Pegasus Partnership Trust (the "Trust") see themselves as learners and therefore reflects their development as professionals.

Contents

1.0 INTRODUCTION 4
2.0 AIMS OF THE POLICY 5
3.0 OBJECTIVES OF THE POLICY 5
4.0 ACADEMY RESPONSIBILITIES 5
5.0 PARENT/CARER RESPONSIBILITIES 5
6.0 THE PROCESS FOR MONITORING ATTENDANCE 6
7.0 ABSENCES DURING TERM TIME 7
8.0 LATENESS 8
9.0 SICKNESS AND CHILDREN and PARENTS/CARERS WITH LONG TERM MEDICAL CONDITIONS 9
10.0 PROMOTING GOOD ATTENDANCE 9
11.0 THE ROLE OF THE LOCAL AUTHORITY (LA) 10
12.0 Children Missing in Education (CME) 11
13.0 LOCAL STAKEHOLDER GROUP (LSG) & TRUSTEES 12
APPENDIX 1 13
APPENDIX 2 14
What parents/carers can do… 14
Child leave of absence from school (update) 15

1.0 INTRODUCTION

Good attendance at school is essential for a child's education and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of your child being away from school it is essential that you, the parent inform the school of the reasons for absence.

1.1 WHY?

1. The Education Act 1996 requires parents and carers to ensure their child receives efficient fulltime education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.

2. There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.

3. The achievement and maintenance of high levels of attendance is the shared responsibility of parents, guardians or carers, the academy with its LSG and the Local Authority.

4. This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

5. Under current government legislation, all absence figures, together with the reasons for absence must be reported to the Trustees and Local Stakeholder Group, Local Authority (LA), and the Department for Education (DfE).

6. Parents and carers must ensure that they are fully aware of the Trust's attendance policy as any absence will have a huge impact on your child's learning. Regular attendance is essential and parents and carers, together with our academy staff all have a part to play in ensuring full potential is achieved.

7. Children are expected to attend their academy for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:
    - **Authorised Absence**: is when the academy has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
    - **Unauthorised Absence**: is when the academy has not received a reason for absence or has not approved a child's absence from the academy after a parent/carer's request.

8. Please be aware that when a parent/carer telephones the academy with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous academy attendance will be taken into consideration and as a result the absence may not be authorised.

9. Keeping your child off with minor ailments such as a headache or slight cold is not acceptable.

10. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above is to be shown to a member of the academy office. (Please note: that the academy is not asking any family to incur a charge for such information and will not be liable for cost.)

11. The Local Authority now insists that any illness on the days leading up to or straight after a holiday period require medical evidence from a GP.

12. Online learning should enable children to continue to learn and make progress – see below for specific responsibilities of the Academy and Parents/Carers.

2.0 AIMS OF THE POLICY

To promote regular attendance thus offering all children equal access to learning. We keep a live register of child's attendance every term time day. This links into our vision for being ready for life in the future as an adult. Punctuality and attendance are essential life skills.

Furthermore, every child has a right to an education (Rights Respecting School (RRS) Articles 1-6). As Rights Respecting Schools this means it is essential that every child attends school on every day the school is open for them except in exceptional circumstances such as illness.

3.0 OBJECTIVES OF THE POLICY

- Ensure children are in their academy for the maximum number of days for learning and wellbeing.
- Create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- Meet any Government attendance targets set for us.

This Policy is designed to help all concerned adults to enable children to attend school regularly and thus be offered the most consistent access to learning as is possible.

4.0 ACADEMY RESPONSIBILITIES

- Class teachers (or another responsible adult) are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information online within 5 minutes of the start of the morning and afternoon session
- Admin/office staff will take calls from parents/carers about absence on a day-to-day basis and record it on the academy system
- Admin/office staff will transfer calls from parents/carers to the DSL when concerned, in order to provide parents/carers with more detailed support on attendance
- As an academy we commit:
    - To communicate clearly the attendance procedure and expectations of the academy.
    - Maintain appropriate attendance data.
    - Have appropriate registration processes in place.
    - To follow up all absences and lateness if parents/carers have not communicated with the academy: initially with a first-day absence telephone call.
    - Inform parents/carers of what constitutes authorised and unauthorised absences.
    - To have systematic and consistent daily records which chart absence and lateness.
    - To report to the LA's Lead Officer for Children Missing Education and support their work with children as necessary.
    - To report to the Government on attendance as required.
    - To consistently administer the attendance procedure.
    - To ensure that registers are taken twice daily: at the start of the morning and afternoon sessions
    - To promote good attendance
    - Report at least annually to parents/carers on their child's attendance and punctuality record
    - Where a child fails to return to school within 10 days following a period of absence the child missing from education will be reported to Harrow's Education Services. The Academy Lead in liaison with the Education Social Worker may consider removing the child from the school roll subject to other criteria outlined in the **School Attendance Intervention Model (AIM).**

5.0 PARENT/CARER RESPONSIBILITIES

- Make sure their child attends every day on time
- To ensure their child has no unauthorised absences
- To have children in class ready for teaching by the start of the day
- Call the academy to report their child's absence by 8.45am on the day of the and each subsequent day of absence, and advise when they are expected to return

- To make applications for leave in writing on the academy's **'Leave Of Absence Form'**, giving the reason for the request at least two weeks in advance if possible, unless an emergency
- To take no more than **ONE** school day for religious observance per year
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day including routine medical and dental appointments
- To work with the academy and LA's Lead Officer for Children Missing Education to reduce lateness and improve attendance
- If parents or carers are worried about their child's attendance at school they should:
    - Talk to their child; it may be something simple that needs your help in resolving
    - Talk to your child's class teacher in the first instance

6.0 THE PROCESS FOR MONITORING ATTENDANCE

The Attendance Officer will log instances of absence and lateness and discuss weekly with the Attendance Lead within the Leadership Team. Where issues persist, the following will be initiated:

Stage 1: Where there are concerns about attendance and punctuality the school will make verbal contact with home

Stage 2: If the concerns persist the academy will write to the parents/carers (Letter one)

Stage 3: If the concerns persist the school will arrange a meeting between the parent/carer, academy representative and the LA's Lead Officer for Children Missing Education

Stage 4: If no significant improvement in the specific targets set, a final warning letter will be sent to parents/carers also outlining again the support offered and the possibility of further action (Letter two)

Stage 5: If the concerns persist the academy will make a formal referral to the LA's Local Authority Educational Welfare Service to deal with the on-going issues. Please note that ultimately the Local Authority can take legal action. See Appendix 1.

6.1 Attendance register

We will keep an attendance register, and place all children onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every child is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not

- The nature of the activity if a child is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Children must arrive in school on time on each school day as specified by their child's academy.

Arrival 5 minutes after the close of the register will marked as LATE.

6.2 Unplanned absence

The child's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by **8.45am** or as soon as practically possible by calling the academy.

We will mark absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness such as repeated medical issues without medical certification.

If the authenticity of the illness is in doubt, the academy may ask the child's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

6.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the child's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the child should be out of school for the minimum amount of time necessary.

The child's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

7.0 ABSENCES DURING TERM TIME

Where any child we expect to attend school does not attend, or stops attending, without reason, the academy will:

- Call the child's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the child's emergency contacts, the school may contact the police, do a home visit or contact children's services.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving an education welfare officer or a referral to early help through the LA MASH referral system

7.1 Leave of Absence

The School Attendance (Pupil Registration) (England) Regulations 2024 explanatory note states:

All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so.

THE CURRENT RATE PER PARENT/CARER PER CHILD WILL BE UP TO £160

Application for term-time leave of absence must be made in advance by the parent/carer with whom the child normally resides on the form headed 'APPLICATION FOR CHILD LEAVE OF ABSENCE FROM ACADEMY FOR TERM TIME ABSENCE'. These may be obtained from the school office. (see Appendix 1)

Leave of absence will only be granted where the Academy Lead considers it is due to 'exceptional circumstances'. Parents/carers will be informed within 10 school days as to whether the request has been authorised or unauthorised.

Unauthorised absence of 5 days (10 Sessions) or more within a 10-week period, will result in the issue of a Penalty Notice. Penalty Notices are issued by the Local Authority.

- The first penalty notice issued to a parent/carer in respect of a particular child will be charged at £160 per parent if paid within 28 days. This will be reduced to £80 if paid within 21 days.

- A second penalty notice issued to the same parent/carer in respect of the same child is charged at a flat rate of £160 per parent if paid within 28 days.

- If the national threshold is met for a third time (or subsequent times) within 3 years, Harrow Local Authority would normally prosecute the recipient for the offence of failure to ensure regular school attendance under s444 (1) Education Act 1996. If the case progresses to magistrates' court, conviction of an offence under section 444 (1) may result in a fine of up to £1,000 and under section 444 (1A) may result in a fine of up to £2500 or imprisonment.

Information regarding penalty notices can be found on Harrow Council's website Education Penalty Notices - Harrow Council

There are approximately 190 school days (380 sessions) a year which your child is expected to attend. The Pegasus Partnership Trust expectation is at least 96% attendance.

If you choose one of our academies you choose to abide by this policy.

There are also approximately 76 days (152 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.

8.0 LATENESS

Punctuality is an important life skill. It is also polite.

- Children must be in class on time each day. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive after the registers have been taken
- The academy gates will be shut promptly at published closing times. Children who arrive after that time must come into the building via the main office, where they will be entered late via INVENTRY
- Lateness will be monitored and the Lead Officer for Children Missing Education will follow this up
- If the arrival at school is after the registers have closed, the child will receive a 'L' code confirming they are Late on the official academy register.
- If a child is late due to a medical appointment, they will receive an authorised absence coded 'M'.
- Where possible doctors and dentists' appointments are to be made outside of school hours or during academy holidays.
- Children who are consistently late are disrupting not only their own education but also that of the other children. Lateness is considered to be equally as serious as absence as it disrupts learning for a child and the class. Parents/carers of children who seem to be developing patterns of lateness the procedure outlined in point 6.0 will be applied.
- **10 or more "lates" after the register has closed in a 10-week period will also lead to an Education Penalty Notice (EPN).**

9.0 SICKNESS AND CHILDREN & PARENTS/CARERS WITH LONG TERM MEDICAL CONDITIONS

9.1 For the significant majority of children, a small number of days illness is likely. We ask parents to:

- Please notify the academy **on each day** of the absence.
- We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.
- We will provide a letter to be stamped if a GP or Consultant does not provide an appointment/visit card

9.2 **For children with longer term medical conditions**, we will hold a team meeting as soon as the family make us aware of their child's condition, including medical professionals where possible, a member from the multi-agency services hub (MASH) team, our Family Focus Coordinator, and key academy staff, to better understand the child's condition, restrictions, reasonable adjustments and if they fall within disability criteria under the Equality Act.

9.3 **For children with longer term medical conditions**, an agreed way of reporting absence and managing their child's educational and pastoral needs will be agreed with all at the team meeting and reviewed termly with the academy and family.

9.4 Without medical evidence or direct contact with medical professionals, the academy will apply the policy for all children. **Children with longer term medical conditions** and families will work with the academy's welfare officer to manage absence, manage medication and ensure there is consistency for the family to avoid repetition in explaining absences.

9.5 **If parents/carers have a medical condition** affecting their ability to bring children to their academy on time each day, a referral will be made to Children's Services/Social Care for Early Intervention to identify how to support the family to better support their child. The academy also asks for medical documentation of the parent/carer condition which identifies the medical needs are beyond the parent/carer's control. If there is no engagement from parent/carer's or delays in engaging with social care or providing medical documentation, the legal proceedings will begin as for all other children.

10.0 PROMOTING GOOD ATTENDANCE

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The academy will compare attendance data to the national average, and share this with the Local Stakeholder Group and Trustees.

We celebrate good attendance throughout each academy by

- Celebrating attendance of children with long-term medical conditions
- Celebrating attendance totals every week in the newsletter
- Recognising a class with the highest weekly attendance
- Awarding individual certificates to individual children who have 100% for each half term.
- By awarding special certificates and a prize to individual children who get 100% attendance for the whole academic year (September to July)
- Monitoring absences and taking swift action where we feel a child's educational entitlement is being affected. This includes:
    - Monitoring attendance, punctuality and absence data half-termly, termly and yearly across the academy and at an individual pupil level
    - Identify whether or not there are particular groups of children whose absences may be a cause for concern

11.0 REDUCING PERSISTENT AND SEVERE ABSENCE

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The academy will:

- Raise concerns as soon as a child's attendance falls below 95% to see if there is a medical or other need we need to work together on
- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of children who the academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

12.0 THE ROLE OF THE LOCAL AUTHORITY (LA)

The LA Lead Officer for Children Missing Education & Child Employment strives to support schools, parents, carers and children with the aim of ensuring and promoting good attendance and punctuality. However, the LA also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states that "if a child of compulsory school age, who is a registered child at a school, fails to attend regularly at the school, the parents are guilty of an offence." The LA may issue a Fixed Penalty Notices or prosecute parents when children do not attend school regularly.

An Education Penalty Notice can be issued as long as the following criteria apply:

- At least 10 sessions non-consecutive (equivalent to five school days) of unauthorised absence by the child during a 10 week period.
- Other than in specific circumstances, the parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued and given 15 school days to affect improvement.
- Within the 15-day period, further unauthorised absence will trigger the issue of a notice without warning.

In exceptional circumstances the Local Authority reserves the right to:

- issue a Penalty Notice for a first offence
- issue a Penalty Notice without warning

Where a parent fails in their responsibility to ensure their child regularly attends school and no improvement is brought about within the specified time frame, legal proceedings are initiated in the Magistrates Court.

AIM – Attendance Intervention Model

Phase	School actions	LA Attendance Team Services	LA Children's Services
Phase 1	First day response – log of texts/calls 1st school warning letter – after either 5 unauthorised days/10 sessions or attendance drops below 90%. School to set monitoring period to review attendance. If no improvement during monitoring period – Second school warning letter to be issued. EPN to be issued when threshold for unauthorised absence is met	Issue EPN if required	
Phase 2	Meeting / School Attendance panel with parents - Complete MASH form with parental agreement for Early Support or refer to other services - School to issue notice to improve - School to inform parents about possible referral to LA pre-court panel and specify monitoring period		MASH Team receive MASH form and consider for Early Support, worker allocated
Phase 3	If no progress has happened and further unauthorised absences have occurred, school to send Pre-Court Panel referral form to LA with chronology. School to attend pre-court panel meeting with LA.	Review chronology, arrange pre-court panel if appropriate.	
Phase 4		If no progress or engagement at Pre-Court Panel after monitoring period, LA to pursue court action.	

13.0 Children Missing in Education (CME)

13.1 Each academy must enter children on the admission register at the beginning of the first day on which the academy has agreed, or been notified, that the child will attend the academy. If a child fails to attend on the agreed or notified date, the academy should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

13.2 Each academy must monitor children's attendance through their daily register. Each academy should agree with their local authority the intervals at which they will inform local authorities of the details of children who fail to attend regularly, or have missed ten school days or more without permission.

13.3 Each academy should monitor attendance closely and address poor or irregular attendance. It is important that children's poor attendance is referred to the local authority.

13.4 Where a child has not returned to their academy for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the child can be removed from the admission register when the academy and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the academy does not have reasonable grounds to believe that the child is unable to attend because of sickness or unavoidable cause.

13.5 Each academy must also arrange full-time education for excluded children from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and child referral units in England statutory guidance.

13.6 State Maintained schools have a safeguarding duty in respect of their children, and as part of this should investigate any unexplained absences. Further information about Trust's' safeguarding responsibilities can be found in the Keeping Children Safe In Education (KCSIE) statutory guidance or the Trust's Safeguarding & Child Protection Policy.

13.7 It is important that the academy's admission register is accurate and kept up to date. Each academy should regularly encourage parents/carers to inform them of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters. This will assist both the academy and local authority when making enquiries to locate children missing education.

13.8 Where a parent/carer notifies a school that a child will live at another address, each academy is required to record in the admission register:

a. the full name of the parent/carer with whom the child will live;
b. the new address; and
c. the date from when it is expected the child will live at this address.

13.9 Where a parent/carer of a child notifies the school that the child is registered at another school or will be attending a different school in future, each academy must record in the admission register:

a. the name of the new school; and
b. the date when the child first attended or is due to start attending that school.

13.10 Each academy must notify the local authority when a child's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations, as soon as the ground for removal is met and no later than the time at which the child's name is removed from the register. This duty does not apply at standard transition points – where the child has completed the academy's final year – unless the local authority requests for such information to be provided.

13.11 Where an academy notifies a local authority that a child's name is to be removed from the admission register, the school must provide the local authority with:

a. the full name of the child;
b. the full name and address of any parent with whom the child lives;
c. at least one telephone number of the parent with whom the child lives;
d. the full name and address of the parent who the child is going to live with, and the date the child is expected to start living there, if applicable; e. the name of child's destination school and the child's expected start date there, if applicable; and
f. the ground in regulation 8 under which the child's name is to be removed from the admission register

13.12 Each academy is required to notify the local authority within five days when a child's name is added to the admission register at a non-standard transition point. Each academy will need to provide the local authority with all the information held within the admission register about the child. This duty does not apply when a child's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that academy – unless the local authority requests for such information to be provided.

14.0 LOCAL STAKEHOLDER GROUP (LSG) & TRUSTEES

It is the Trustees and the LSG legal responsibility to monitor and evaluate the attendance in their respective academies and across the Trust. The academy attendance figures are presented to the LSG on a termly basis.

APPENDIX 1

APPLICATION FOR CHILD LEAVE OF ABSENCE FROM SCHOOL FOR TERM TIME ABSENCE

Academies within The Pegasus Partnership Trust believe that full time education enables our children to learn and progress more effectively. Please note we would expect very high attendance and only authorise leave during term time except in exceptional circumstances. We must have a fixed return date. If your child's overall attendance during their time with us has not been high we will consult the Local Authority. If leave of absence is UNAUTHORISED we will inform Children's Services.

- Harrow LA will fine families up to £160 per child, per parent for first offence;
- A flat rate of £160 per child, per parent for first offence for second offence within in 3 years;
- A third offence would normally lead to prosecute the parent/carer for failure to ensure regular school attendance under s444 (1) Education Act 1996. If the case progresses to magistrates' court, conviction of an offence under section 444 (1) may result in a fine of up to £1,000 and under section 444 (1A) may result in a fine of up to £2500 or imprisonment.

Please do not ask for time off during term time where possible.

<table>
<tr><td colspan="3">CHILD'S/ CHILDREN'S NAME(S):</td><td>CLASS(ES):</td></tr>
<tr><td colspan="2">ADDRESS:</td><td colspan="2">TELEPHONE: Home -
Mobile -
Work -</td></tr>
<tr><td>DESTINATION (Address where possible):</td><td colspan="3">REASON FOR APPLICATION:</td></tr>
<tr><td>LAST DAY IN THEIR ACADEMY:</td><td colspan="2">FIRST DAY BACK IN THEIR ACADEMY:</td><td>NUMBER OF DAYS ABSENT FOR:</td></tr>
<tr><td colspan="2">PARENT/ CARER NAME:</td><td colspan="2">PARENT/CARER SIGNATURE:</td></tr>
<tr><td colspan="2">EMERGENCY CONTACT NAME WHILST AWAY:</td><td colspan="2">EMERGENCY CONTACT TELEPHONE NUMBER:</td></tr>
</table>

FOR OFFICE USE ONLY:

<table>
<tr><td>REQUEST RECEIVED ON:</td><td>SEEN BY:

Associate Headteacher DSL</td></tr>
<tr><td>CHILD'S ATTENDANCE PERCENTAGE FOR

THIS ACADEMIC YEAR: %

LAST ACADEMIC YEAR: %</td><td>NUMBER OF THIS ACADEMIC YEAR FOR:

AUTHORISED ABSENCE DAYS -

UNAUTHORISED ABSENCE -</td></tr>
<tr><td>I agree to _____ day(s) absence

AUTHORISED:

UNAUTHORISED:
You are now formally cautioned that the Local Authority may issue a fixed penalty notice, as specified above.</td><td>Comment:

Signed:

Date:</td></tr>
</table>

APPENDIX 2

Parent/Carer Guide:

WHAT IS GOOD ATTENDANCE?

Good attendance is one of the main factors in determining your child's future and opportunities in life. Children who are absent regularly do less well in achieving their academic potential and have fewer career choices.

The Pegasus Partnership Trust aims for all children to attend **least 96%.**

It is important that your child develops good attendance habits from the beginning of primary school.

We know that children who have below average attendance at primary school:

- can have difficulty in making and keeping reliable friends
- may have difficulties with school work
- can develop behavioural problems in and out of school
- are more likely to truant or drop out
- have less opportunities for further education and employment
- find it more difficult to find and keep a job
- are more likely to be involved with the police
- do less well in SATS and other tests and assessments

What parents/carers can do…

If you are a parent/carer, it is your responsibility to:

- avoid unnecessary absences such as treats for birthdays etc.
- arrange medical/dental appointments for after school (if this is not possible, avoid keeping your child off school for the whole day)
- shop for clothes and shoes at the weekend, not during school time
- inform the academy on the first morning if your child is ill and send a note or email explaining the absence on your child's return to school
- if you think something is wrong e.g. your child complains of feeling ill frequently, or bullying, contact the class teacher and make an appointment to discuss your concerns
- if you have concerns following a long period of absence due to illness or COVID-19 for example, engage with the academy staff so they can address your concerns

How you can help:

- set up good evening and morning routines so that your child arrives alert and ready to learn
- make sure your child arrives on time - late arrivals are disruptive
- take an active interest in your child's school and homework
- attend parent/carer and curriculum meetings

Child leave of absence from school (update)

The Amendments in September 2013 to the 2006 school attendance regulations make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

As absence for holidays is no longer allowed, no parent/carer can demand leave of absence for the purposes of a holiday.

Note this policy works alongside:

- Safeguarding and Child Protection Policy
- Medical Policy
- Exclusions Policy
- Late Collection Policy

APPENDIX 3: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
C2	Part-time	Pupil absent due to part-time timetable
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Holiday (not agreed)	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day